

19-1668

The Secretary of State presents his compliments to Their Excellencies and Messieurs and Mesdames the Chiefs of Mission and wishes to inform all Missions of the revised policies and procedures concerning the submission of the Department's Office of Foreign Missions (OFM) motor vehicle registration and title applications. This note supersedes the Department's note No. 15-1193, dated November 18, 2015.

The Department is pleased to announce that, for the convenience of the missions and in accordance with our efforts to streamline our procedures, beginning on January 2, 2020, OFM will no longer require an application for registration or title to be accompanied by an email as required in the above referenced circular. Instead, missions will be required to upload all required supporting documents into eGov during the application submission process. All applicable original ownership documents for registration applications will continue to be required and must be submitted to the OFM Customer Service Center (CSC) or to the appropriate OFM regional office, accompanied by the OFM-approved Original Ownership Document cover sheet, a template of which is enclosed.

In order to ensure an orderly and streamlined changeover, **missions will not be able to submit registration or title applications via eGov from December 23, 2019**

to January 1, 2020. In addition, be aware that, beginning December 23, 2019, OFM will no longer use the registration and title email accounts (OFMRegApplication@state.gov and OFMTitleApplication@state.gov). In order to eliminate the risk of the dealer temporary plates expiring prior to receiving an OFM-issued registration, missions and mission members are strongly encouraged to submit registration applications to OFM prior to December 23, 2019.

In as much as OFM will no longer use the above referenced email accounts, registration and title inquiries associated with missions based in Washington, DC should be sent to OFMDMVRRegsTitle@state.gov. Such inquiries associated with missions based outside of Washington, DC should be sent to the appropriate OFM regional office. An updated list of email addresses missions are encouraged to use for inquiries associated with motor vehicle matters is enclosed.

If purchasing a vehicle from a dealership, the applicant is responsible for providing the dealer with the completed OFM-approved cover sheet, which must be attached to the original ownership documents mailed to the OFM CSC or to the appropriate regional office. For additional information on specific documents that are required for registration and title applications, please refer to the “Guidance for Submission of Complete Registration and Title Applications” at the end of this note.

Chiefs are further reminded that no new registration applications for mission vehicles will be accepted, and no existing registrations renewed, unless all insurance policies on file for all mission vehicles are up to date. Similarly, this policy also

applies to mission members with one or more personal vehicles registered with OFM. Moreover, all foreign missions and mission members are strongly encouraged to apply for an OFM-issued vehicle registration immediately upon purchasing a vehicle to avoid a lapse in registration status. Any mission or mission member who fails to apply for a vehicle registration within 30 days of acquiring a vehicle or importing a vehicle into the United States will be charged a \$100 non-compliance fee.

The Department requests that Chiefs of Mission ensure this information is thoroughly disseminated to all mission members at their Embassies and Consulates. Missions may direct any questions regarding this matter to OFM's Office of Diplomatic Motor Vehicles either by telephone at 202-895-3682 or electronic mail to OFMDMVInfo@state.gov.

Enclosures:

As stated.

A handwritten signature in blue ink, appearing to be 'JEM', is located to the right of the text 'As stated.'.

Department of State,

Washington, December 11, 2019.

OFM DMV E-mail Addresses

E-mail Address	Purpose
OFMDMVDriverServices@state.gov	Non-Eligibility letters/general service inquiries
OFMDMVDHR@state.gov	Driver History Record requests
OFMDMVRegsTitle@state.gov	General Registration or Title inquiries
OFMDMVInsurance@state.gov	Update insurance policy/general insurance inquiries
OFMDMVEnforcement@state.gov	Moving Violations, Payment Receipts, Responses to OFM DMV Request for Waiver of Immunity for Must-Appear Offenses
OFMDMVCompliance@state.gov	Receipts of paid parking tickets and general parking ticket inquiries
OFMDMVInfo@state.gov	All other OFM DMV inquiries

Note: For application status updates, please refer to the eGov remarks section.

OFM Regional Office E-mail Addresses

Region	E-mail Address
New York	OFMNYCustomerService@state.gov
Chicago	OFMCGCustomerService@state.gov
Miami	OFMMICustomerService@state.gov
Houston	OFMHOCustomerService@state.gov
Los Angeles	OFMLACustomerService@state.gov
San Francisco	OFMSFCustomerService@state.gov



United States Department of State

*Office of Foreign Missions
Washington, D.C. 20520*

Original Ownership Document Cover Sheet

Name of Foreign Mission or International Organization: _____

Transaction ID (if applicable): _____

Applicant Personal Identification Number (PID): _____

VIN #: _____

The Office of Foreign Missions (OFM) Diplomatic Motor Vehicle Office requires that each registration applicant complete the Original Ownership Document Cover Sheet in its entirety when purchasing a vehicle. OFM requires that this cover sheet accompany all original ownership documents forwarded to the Office of Foreign Missions. If the vehicle is being purchased from a dealership, the applicant is responsible for providing the dealer with the completed cover sheet. The applicant must request that the dealer attach the cover sheet to the original ownership documents before sending to OFM.

Guidance for Submission of Complete Registration and Title Applications

Guidelines for a complete application are listed below by application type:

Vehicle Registrations

New Vehicles

- eGov Application
- Original Certificate of Origin with the completed OFM-approved cover sheet for the issuance of permanent tags
- Purchase Order uploaded via eGov for the issuance of a temporary tag until the original Certificate of Origin is received by OFM; regional variances may apply
- Original Retail Certificate of Sale or comparable document uploaded via eGov, if applicable
- Odometer Statement/disclosure uploaded via eGov
- Proof of Insurance – Insurance Policy Declarations Page uploaded via eGov
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Used Vehicles

- eGov Application
- Original State Title with the completed OFM-approved cover sheet for the issuance of permanent tags
- Purchase Order uploaded via eGov for the issuance of a temporary tag until the original Certificate of Origin is received by OFM; regional variances may apply
- Original Retail Certificate of Sale or comparable document uploaded via eGov, if applicable
- Original Complete Reassignment History Document(s), if applicable
- DOS Lien Title complete with lienholder signature releasing lien, or lien release letter, if applicable
- Odometer Statement/disclosure uploaded via eGov
- Original Power of Attorney(s), if applicable
- Proof of Insurance – Insurance Policy Declarations Page uploaded via eGov
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Leased Vehicles

- eGov Application
- Original Certificate of Origin or State Title with the completed OFM-approved cover sheet for the issuance of permanent tags
- Lease Agreement signed by lessor and lessee uploaded via eGov for the issuance of a temporary tag until the original Certificate of Origin or State Title is received by OFM
- Original Complete Reassignment History Document(s), if applicable
- Odometer Statement/disclosure uploaded via eGov
- Original Power of Attorney(s), if applicable
- Proof of Insurance – Insurance Policy Declarations Page uploaded via eGov
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Imported Vehicles

- eGov Application
- Original Foreign Ownership Document(s) with the completed OFM-approved cover sheet for the issuance of permanent tags
 - Copy of Foreign Ownership Document(s) uploaded via eGov may be used for the issuance of temporary tags
 - If Original Foreign Ownership Document(s) is not available (e.g., surrendered to the previous jurisdiction), a written certification from the Mission is required along with a copy of the Foreign Ownership Document(s) uploaded via eGov
- Proof of Insurance – Insurance Policy Declarations Page uploaded via eGov
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Driver's License Requirement for Vehicle Registration

Applicant has intent to drive but does not yet hold a Department of State driver's license:

- If the vehicle registration application is received within the first 30 days of the applicant's arrival:
 - Copy of the eGov driver's license application uploaded via eGov
 - Copy of non-U.S. driver's license (front and back) with a certified translation if not in English uploaded via eGov

**After the 30 day grace period, an OFM driver's license is required for registration purposes if the owner has intent to drive in the United States.*

Applicant does not have intent to drive and does not hold a Department of State driver's license:

- Diplomatic note from the mission attesting that the individual will *not* operate the vehicle being registered or any other vehicle during his/her tenure in the United States uploaded via eGov. The full name (and PID, if applicable) of the person who will be operating the vehicle should be included in the note
- Copy of a valid U.S. driver's license of the person who will be operating the vehicle uploaded via eGov

Replacement Plates/Decal Sticker

- eGov Application for "Replacement Plates"
- Reason for replacement:
 - 1 Plate Lost/Stolen
 - 2 Plates Lost/Stolen
 - Change in Position
 - Other (e.g., damaged plates or lost/stolen sticker)
- If replacement is due to lost/stolen plates or vehicle, then the OFM Lost/Stolen Report Number must be entered on the eGov application:
 - A copy of a Police Report must be submitted to OFMDMVRegsTitle@state.gov *prior* to submission of the application; OFM will in turn provide the mission with an OFM Stolen/Lost Report Number to include on the replacement plates application
- If replacement is due to poor condition of existing plates or if only one plate has been lost/stolen, the new plates will be exchanged for the previously issued plate(s)
- If replacement of lost decal or registration card is requested, a replacement fee applies
 - Acceptable forms of payment: Check or Money Order payable to

- the U.S. Department of State
- Completed OFM-approved Payment cover sheet

Vehicle Titles

Sale Title

- eGov Application
- Signed and sealed title application uploaded via eGov
- Lien release title or release letter (containing the vehicle identification number) that proves satisfaction of an existing lien, if the vehicle is being sold to a private individual uploaded via eGov. Lien release letter must state the lienholder has no further security interest in the vehicle. (Original document(s) may be required prior to title issuance)
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Export Title

- eGov Application
- Signed and sealed title application uploaded via eGov
- Proof of active insurance valid for 30 days for issuance of a 30-day temporary tag uploaded via eGov
 - If a temporary tag is not required, submitter should state this in the e-Gov application remarks
- Lien release title or release letter (containing the vehicle identification number) that proves satisfaction of an existing lien. Lien release letter must state the lienholder has no further security interest in the vehicle. (Original document(s) may be required prior to title issuance)
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Lease Title

- eGov Application
- Signed and sealed title application uploaded via eGov
- The leasing company/buyer information entered must match the leasing company in the vehicle registration record
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Salvage Title

- eGov Application
- Signed and sealed title application uploaded via eGov
- Total loss letter from the insurance company that includes the complete VIN, year, make, model of the vehicle, and the owner's name uploaded via eGov
 - Total loss letter must explicitly state that the vehicle has been declared a total loss
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Junk Title

- eGov Application
- Signed and sealed title application uploaded via eGov
- Copy of the buyer's dismantler's license if the buyer is a multipurpose business (used car, car parts, etc.), or if it is not clear that the buyer is a state-certified junk facility
- Lien release title or release letter (containing the vehicle identification number) that proves satisfaction of an existing lien uploaded via eGov. Lien release letter must state the lienholder has no further security interest in the vehicle. (Original document(s) may be required prior to title issuance)
- If vehicle is non-conforming and reciprocity does not preclude the mission from junking the vehicle, statement on Junk/Scrapyard company letterhead declaring that the vehicle will be completely destroyed and none of its parts will be used or sold for any reason uploaded via eGov
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Self-Terminating Title

- eGov Application
- Signed and sealed title application uploaded via eGov
- Proof of visa change supporting continued legal residency in the United States (*i.e.*, Permanent Residency card, copy of an endorsed I-566, copy of the Department of Homeland Security's I-797C Notice of Action, or other proof of continued legal residency) uploaded via eGov
- Unless changing status within A or G visa categories, mission member must be terminated prior to the issuance of a self-terminating title

- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet

Transfer within the Diplomatic Community

- Seller's Title Application
 - Signed and sealed title application uploaded via eGov
 - Lien release title or release letter (containing the vehicle identification number) that proves satisfaction of an existing lien uploaded via eGov. Lien release letter must state the lienholder has no further security interest in the vehicle. (Original document(s) may be required prior to title issuance)
- Buyer's eGov Registration Application
 - Proof of Insurance – Insurance Policy Declarations Page uploaded via eGov
- Title applications for Transfers within the diplomatic community are processed only upon receipt of the buyer's eGov Registration Application, complete with buyer's proof of insurance, and according to the processing standard for vehicle registration applications
- Reciprocity fee, if applicable
 - Acceptable forms of payment: Check or Money Order payable to the U.S. Department of State
 - Completed OFM-approved Payment cover sheet